



Student Activities and Affairs
Giant Forest Rm 123 • 559-730-3736

How to Organize (Charter) a New Club

A COS student club is governed by the College of the Sequoias Student Senate By-Laws. As an advisor or student leader, it is important that you know the policies and procedures of these By-Laws.

To form a club, you must:

1. Have a faculty or staff advisor who will attend meetings and activities carried out by the club.
2. Submit the "Request to Charter a New Club" form with an interested membership list of 8 students and have this form approved by the Student Senate and Student Activities and Affairs Office.
3. Submit a Constitution & By-Laws to the student senate for approval. **Note, that the underlined sections of the Constitution & Bylaws need to be updated with your club information.**

Charter:

Obtain a "New Club Charter Form" from the Student Activities and Affairs Office. Information on this form shall include the following information:

1. Name of the Organization
2. Name and signature of the staff advisor / co-advisor
3. Purpose and need of this organization
4. A copy of the Constitution and By-Laws
5. List of interested Students
6. The time, day, and location the group will meet

This form must be submitted to the Student Activities Office and will be submitted to the Student Senate Executive Board for review and consideration.

Upon approval, the Student Senate / Student Activities & Affairs office will:

1. Notify the advisor (and student organizer) of the status of charter decision
2. Deliver Club Information Sheet for completion (required each semester)
3. Return a copy of the charter form to the advisor for their club files. Retain the original charter form in the club file in the Student Activities & Affairs office.

REQUEST TO CHARTER A NEW CLUB

DATE: _____

NAME OF THE CLUB TO BE CHARTERED:

NAME AND SIGNATURE OF ADVISOR / CO-ADVISOR:

PURPOSE AND NEED OF THIS CLUB:

DAY OF MEETING: _____ TIME OF MEETING: _____

MEETING LOCATION (ROOM #) _____

Membership List: The Student Body would appreciate all club members to be official members of the Student Body by paying the Activity Benefits Fee (ABF) each semester. Club officers are required to pay the ABF each semester.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

[Club Name] Constitution & Bylaws [Template]

Article I. Name

The name of this organization shall be the [Club name], hereinafter referred to as **The Club**.

Article II. Objective

The object and purpose of **The Club** shall be to establish a forum for dialogue, support, involvement and action related to... (list issues of concern to this club) at College of the Sequoias. **The Club** accomplishes its mission by...(list objectives).

Article III. Membership

Section 1. General conditions of membership.

- A.** The organization will not discriminate based on race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin.
- B.** Members have the freedom to discontinue membership at any time.
- C.** **The Club** will ensure that its members and officers abide by the College of the Sequoias **Student Code of Conduct**.

Section 2. Classes of membership.

There shall be the following classes of members:

- A. Regular members.** Regular members shall be those members who are active in **The Club** and have paid the Activity Benefits Fee for the current semester. Regular members have all the rights of membership.
- B. Advisor.** The advisor shall be a College of the Sequoias faculty or professional staff member. The advisor shall be a non-voting member.
- C. Officers.** Officers shall consist of elected members as detailed in the Club Constitution & Bylaws.

Section 3. Qualifications for membership.

Current enrolled College of the Sequoias students who are in sympathy with the object and purposes of **The Club** and have paid the Activity Benefit Fee shall be eligible for regular membership.

Section 4. Dues and Fees. (OPTIONAL)

- A.** Members shall be required to assume a portion of all club costs as determined by the treasurer.
- B.** The treasurer shall notify members one month in arrears, and those whose financial obligations are not paid within fifteen days thereafter shall be automatically dropped from membership in **The Club**.

Section 5. Removal and resignation.

- A.** A member in good standing may resign in good standing by sending a letter of resignation to the secretary.
- B.** Members absent from more than three (3) consecutive meetings per semester shall be dropped from membership in the **The Club**.

Article IV. Officers

Section 1. Officers.

The elected officers of **The Club** shall be a president, a vice-president, a secretary, a treasurer, and an Interclub Council representative. (OPTIONAL: public relations, activities, state or national chapter representative)

Section 2. Duties.

A. President. The president shall:

1. Preside at all meetings of the club, both regular and special;
2. Appoint chairmen to all committees, except as stated in these bylaws;
3. Be ex-officio a member of all committees;
4. Perform such other duties as assigned by **The Club**.

B. Vice President. The vice-president shall:

1. Preside at all meetings of the club in the absence of the president;
2. Be the Program Chairman, which includes the duty of arranging a location for the general membership meetings;
3. Perform such other duties as assigned by **The Club**.

C. Secretary. The secretary shall:

1. Keep a record of the proceedings of the meetings of the membership and the executive board;
2. Produce and distribute all publicity for **The Club** events;
3. File and preserve all publicity materials from past events;
4. Make available a copy of the minutes of the club and executive board meetings to the president in a timely manner;
5. Write official club correspondence under the direction of the president;
6. Perform such other duties as assigned by **The Club**.

D. Treasurer. The treasurer shall:

- A. Collect financial obligations from the membership and receive all moneys belonging to the club and to deposit the same in its College of the Sequoias account;
- B. Pay bills approved by the executive board and render a written report at club and executive board meetings;
- C. Present copies of all financial reports to the president and secretary;
- D. Sign all warrants. All warrants shall have two signatures: the treasurer and the advisor.
- E. Perform such other duties as assigned by **The Club**.

E. Interclub Council (ICC) Representative. The ICC rep. shall:

1. Attend all ICC meetings as called by the Student Senate;
2. Communicate relevant information from The Club to the ICC and from the ICC to **The Club**;
3. Represent student concerns/issues to the Student Senate via ICC meetings
4. Perform such other duties as assigned by **The Club**.

Section 3. Election of Officers.

- A. Qualifications.** The officers shall consist of students in good academic standing with a cumulative GPA of at least 2.25.
- B. Election.** The officers shall be elected by ballot at a meeting in August of each year to serve for one academic year or until successors are elected and assume office. Their term of office shall begin on the first day of the Fall semester or at meeting adjournment in a mid-year election.
- C. Quorum.** The quorum for election meetings of ***The Club*** shall be two-thirds of the membership. A majority shall elect.
- D. Additional ballots.** In the event that a candidate does not receive a majority of the votes cast, a second ballot listing only the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect.
- E. Affirmation.** If there is only one nominee for an office, election may be by voice vote. A majority vote shall elect.

Section 4. Vacancy in Office.

A vacancy in office shall be filled, by a majority vote, at a regular or special meeting, for which notice of the vacancy has been given, except the office of president, which shall be filled by the vice-president.

Section 5. Term of Office. (A Term is 2 Academic Semesters)

No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. Any part of a term in excess of four months shall be considered a full term.

Section 6. Removal from Office.

Any officer, including the President, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension. The person under consideration shall not be counted in determining the presence of a quorum. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

Article V. Meetings

Section 1. Regular Meetings.

Regular meetings shall be held every [every other] week, August through May unless otherwise ordered by the membership. The officers and advisor shall determine the time and place of meetings.

Section 2. Special Meetings.

Special meetings may be called by the president or upon the request of three (3) members of ***The Club***. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days notice shall be given to all members by telephone, in writing, or by electronic means.

Section 3. Quorum.

The quorum for regular meetings and any special meetings of the club shall be ten percent (10%) of the total membership, provided that at least two officers are present.

Article VI. Executive Board

Section 1. Composition.

The executive board shall consist of the elected officers of the club and the *The Club* advisor.

Section 2. Responsibilities.

The executive board shall have the power to conduct the business of the organization except that which is retained by the membership as provided by these bylaws.

Section 3. Meetings.

- A. **Regular meetings.** Executive board meetings shall be held at least once a month except for the months of June, July, and August, at a time and place to be determined by the officers and advisor.
- B. **Special meetings.** Special meetings of the executive board may be called by the president or any two other officers. Except in cases of emergency, at least five (5) days' notice shall be given to all executive board members by telephone, in writing, or by electronic means.

Section 4. Quorum.

A majority of the executive board members shall constitute a quorum.

Article VII. Committees

Section 1. Creation.

Standing or special committees may be created by the membership and by the executive board as necessary.

Section 2. Appointment.

Except as provided elsewhere in these bylaws, the president shall appoint the chairmen and members of standing and special committees with the approval of the executive board.

Article VIII. Parliamentary Authority

The rules contained in the current edition of Roberts' Rules of Order shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

Article IX. Amendments & Revisions

Section 1. Amendments.

- A. *The Club* agrees to abide by the College of the Sequoias policies and Student Code of Conduct as well as federal, state, and local laws. The COS Student Senate must approve these bylaws and any amendments or revisions before implementation.
- B. These bylaws may be amended/revised at any regular meeting by a two-thirds vote providing the amendment has been submitted to the membership at a previous regular meeting.

Section 2. Effective date of amendment.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.